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NGR 10-1

Operations and Functions

ORGANIZATION AND FEDERAL RECOGNITION OF ARMY NATIONAL GUARD UNITS

By Order of the Secretaries of the Army and the Air Force:

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History. This printing publishes a revision of NGR (AR) 10-1, Organization and Federal Recognition of Army National Guard Units, 15 March 1994; and Change 1, 27 Oct 97.

Summary. This revision adds the Army Audit Agency (AAA) requirement for compliance with DOD Directive 1225.7, March 1996, and DOD Instruction 1225.8, April 1996, clarifies inactivation requests, updates office symbols and acronyms, and changes the timing for Federal Recognition inspections. A request to delay or accelerate a modification table of organization and equipment (MTOE) or table of distribution allowances (TDA) effective date (E-date) requires submission through National Guard Bureau Force Management Division (NGB-ARF) and written approval from Headquarters, Department of the Army (HQDA).

Applicability. This regulation applies to the Army National Guard (ARNG).

Proponent and exception authority. The proponent of this regulation is the Chief, NGB-ARF. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management Control Process. This regulation is not subject to the requirements of AR 11-2 (Management Control). It does not contain management control provisions.

Supplementation. Supplementation of this regulation/instruction is prohibited without prior approval from the Chief, National Guard Bureau, ATTN: NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, National Guard Bureau, ATTN: NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382.

Distribution. B.

*This regulation supersedes NGR (AR) 10-1, 15 March 1994; and Change 1, 27 Oct 97.

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policies and procedures for the organization, change of status, Federal Recognition, and minimum standards of ARNG units.

1-2. References

Required and related publications are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Chief, National Guard Bureau (CNGB) will establish policies and procedures for:

- (1) Organization
- (2) Change in status
- (3) Extending Federal Recognition
- (4) Withdrawal of Federal Recognition
- (5) Extending temporary Federal Recognition
- (6) Withdrawal of temporary Federal Recognition
- (7) Unit standards
- (8) Organizational Authority

b. The State Adjutant General (AG) will:

- (1) Prepare and submit concept plans.
- (2) Be in strict compliance with DOD Directive 1225.7, "Reserve Component Facilities Programs and Unit Stationing", March 1996, and DOD Instruction (DODI) 1225.8, "Programs and Procedures for Reserve Component Facilities and Unit Stationing", April 1996, prior to stationing ARNG units. The State Adjutant General will review the manpower potential of the area to determine adequacy to meet and maintain authorized strengths. Once a determination is made to proceed with locating the units in the local community, the State Adjutant General should coordinate with other Reserve Components to be impacted, if any.
- (3) Submit a statement of adequacy to meet and maintain authorized strengths that shall be included in the projects justification for Military Construction (DD Forms 1390/91) and also in Stationing Plans submitted to CNGB even if construction is not involved.
- (4) Complete the procedures as required in enclosures 1 through 6 of DODI 1225.8. A statement from the state AG ensuring that enclosures 1 through 6 have been complied with will be submitted as an enclosure to the stationing plan.

- (5) Submit stationing plans for units requiring organization or change in status.
- (6) Submit National Guard Bureau (NGB) Form 113 (Report of Inspection for Federal Recognition).
- (7) Determine the unit's status regarding unit standards, and report units failing to maintain unit standards.
- (8) Submit state plans on units returning from active federal service (if returning to a location other than from where they were originally located).
- (9) Prepare and distribute Permanent Orders.

Chapter 2

Procedural Information

2-1. General

a. Equal Opportunity. In order for a unit to qualify for initial Federal Recognition or to maintain its federally recognized status, the enlistment and appointment of applicants, assignment, promotion, or other personnel actions affecting its soldiers shall be without regard to the race, color, religion, gender (except for assignment limitations prescribed by regulation) or national origin of the applicant or soldier.

b. Organization of Units

(1) Except as otherwise specifically provided, the organization of the ARNG and the composition of all its units shall be the same as that which is, or may hereafter be, prescribed for the Active Army, subject in time of peace to such general exceptions as may be authorized by the Secretary of the Army (Title 10 United States Code(USC) 10503 and Title 32 USC Section 104).

(2) Unless otherwise directed by CNGB, an entire MTOE or TDA unit will be organized within a community. When the community cannot support a complete unit, CNGB may consider a request for a subunit to be organized separately, creating a split unit within that state. All adjustments to strength elements of a split organization must be approved by the state AG and published in Permanent Orders. Two copies of Permanent Orders effecting initial and subsequent strength changes will be sent to NGB-ARF and United States Army Forces Command (FORSCOM) or overseas commander.

(3) Units split between states (e.g. an engineer company located in one state, with the balance of the battalion located in another state) must be fully justified, planned, staffed, coordinated and programmed. Each state is responsible to ensure that the unit is provided copies of the appropriate MTOE.

(4) Multi-component units, split between components of the U.S. Army, must be justified, planned, staffed, coordinated, and programmed in accordance with HQDA multi-component policy and the appropriate Army regulation (AR) 71-32. Each state is responsible to insure that the unit is provided copies of the appropriate MTOE.

2-2. Allotment of Units

- a. Allotment to a state comprises all units allocated to and accepted by the Governor of that state for organization under appropriate authorization documents.
- b. No change in the branch, organization, or allotment of a unit located entirely within a state may be made without the approval of the Governor of that state under Title 10 USC Section 18238, and Title 32 USC Section 104.
- c. An organization of the National Guard, the members of which having received compensation from the United States as members of the National Guard, may not be disbanded by the state without the consent of the President of the United States, or the Secretary of the Army acting for the President, under Title 32 USC, Section 104.

2-3. Designation of Units

ARNG units will be designated in Organizational Authority (OA) letters issued by CNGB. These designations will conform to HQDA policy, procedures, and regulation (AR 220-5). Normally, the designation of TOE units will be prescribed by the unit designation appearing under the title of the appropriate MTOE. However, the official designation will be the designation contained in the OA directing the change in status of the unit.

- a. When further identification of the type unit is desirable, additional descriptive words may be added parenthetically as approved by HQDA. When the designation includes a parenthetical identification, that portion not in parenthesis is the official designation. Redesignation of a unit is not required where a change is made in the parenthetical identification. For example 222d Transportation Company (Lt Trk) to 222d Transportation Company (Lt-Med Trk).
- b. Chief of Military History controls and issues all numbers used in ARNG unit designations. CNGB officially assigns numbers for units of the ARNG and prepares an Organizational Authority.
- c. Units within parent regiments established under the US Army Regimental System will have, within each parent regiment, a variable number of active units depending upon the Army Force Program. The regiment (except armored cavalry regiment) will be a family of units bearing the regimental name. When there are no composite units of a USARS regiment in the ARNG troop structure, the regiment will be inactivated and returned to control of CNGB (NGB-PAI-H).

2-4. Unit Identification Codes

The Unit Identification Code (UIC) is a six-character alphanumeric code that uniquely identifies an organization (JCS Pub 1-03.3, Joint Reporting Structure, Status of Resources and Training System).

- a. The UIC consists of three data elements and is structured as follows:
 - (1) The first position indicates service designator. "W" is for all Army units.
 - (2) Positions 2, 3 & 4 equal parent organization designator.
 - (3) Positions 5 & 6 equal descriptive designator. These two positions further define or break out organizational elements belonging to that parent organization.
- b. The letters I or O are never used.

2-5. Types of Unit Identification Codes

a. Parent UIC. Each parent unit MTOE and TDA will be assigned a unique UIC. The recording of an MTOE and a TDA unit on the same authorization document is prohibited. A numbered organization of battalion or equivalent level, or a company, battery, troop, or detachment that is not an organic element of a battalion or other parent organization. Will always end with AA.

b. Derivative UIC. Used to identify organic elements of an organizational element that is expressed in the organization structure or identifies a functional subordinate element of an organization. The first four characters of a derivative UIC must be the same as those of the parent UIC from which the organization was derived. Positions 5 and 6 will end with T0, T1, A0, A1, B0, B1, B2 etc.

c. Augmentation UIC. A nonstandard organization that augments a TOE organization. A TDA augmentation to a parent MOTE will be documented with a derivative UIC of the parent unit such as WXXX99. Position 5 and 6 will end between 99 and 91.

d. Carrier UIC. A carrier UIC is assigned to provide a means to assign personnel to and account for equipment in a unit until activation. When the HQDA unit identification code information officer (UICIO) assigns a UIC for unit activation, a carrier UIC is also assigned. Both UICs are registered in a status of resources and training system (SORTS.) Upon activation of the MTOE unit, the major Army command (MACOM) UICIO must delete the carrier UIC. (AR 71-32)

(1) The carrier UIC provided by HQDA for an approved active army or reserve component MTOE unit activation will normally have an E-date of 1 year before the documented unit EDATE. Personnel and equipment requisitions will cite the approved document as requisition authority and show the carrier UIC. On arrival at the location of the activating unit, personnel are assigned to and equipment is accounted for under the carrier UIC until the approved document's unit E-date. The carrier UIC will be a two position code designed as "90" appearing in the fifth and sixth positions of the UIC code. If the proponent determines that the activation of the unit cannot be accommodated on the specified E-date because of readiness considerations and a revised unit E-date is approved by HQDA, the carrier UIC will continue in existence until the revised unit E-date. (AR 71-32)

(2) Reorganizations and conversions will not receive a carrier UIC. However, the authority and time periods for requisitioning personnel and equipment are the same as stated above for new activations. (AR 71-32)

(3) A carrier UIC provides and organizational base for recruiting, transferring, and training of personnel assigned to the new unit within the guidelines established by NGB. (AR 71-32)

(4) For equipment, submit requisitions per AR 700-120. (AR 71-32)

(5) Authorized by Deputy Chief of Staff for Operations (DCSOPS), it enables a parent organization to recruit and train people when the E-date of the organization is more than one year out. The first four digits will be the same as the parent UIC; positions 5 and 6 will always be 90.

e. Notional UIC. Assigned by the Department of the Army (DA), and used to track a unit prior to the assignment of a parent UIC. It begins with a G and then five numbers (i.e. G12345).

f. Multi-Component UIC. The first four characters of the UIC must be the same as those of the parent UIC. The second position of the UIC will be N, denoting multi-component, regardless of parent being Army, Army National Guard, or Army Reserve. If the fifth position of the UIC is G, it is designating an ARNG element of a unit.

g. Mobilization UIC. UICs that are created for mobilization purposes are created and managed in the NGB Readiness Division (NGB-ARR).

h. Stock Record, Property Book, or Maintenance Account UIC. A suborganization UIC used to identify a stock record, property book, or maintenance account by using the appropriate logistics indicator code (LIC). Additional

records of this type that need to be uniquely identified will be assigned a derivative UIC for the organization. The UIC will be the same first four digits as the STARC; the last two digits will be between 01 through 89. NGB Logistics division (NGB-ARL) will authorize the property book or maintenance account UICs, and NGB-ARF will provide the next available UIC(s). (NGR 600-200)

2-6. Federal Recognition of Units

a. Extending Federal Recognition (Title 10 USC, Section 10503). CNGB, acting for the Secretary of the Army, will extend Federal Recognition to a unit based on a favorable Report of Inspection for Federal Recognition (NGB Form 113). If the inspection is conducted prior to the date of organization, then the date of organization becomes the date of Federal Recognition. Requests for Federal Recognition must refer to the Organizational Authority number for the unit. Federal Recognition must be accomplished within 6 months of the date of organization. Failure to conduct the Federal Recognition inspection within this time period may result in the withdrawal of the allotment of the unit to the state.

b. Inspection Criteria. Inspections will include, but will not be limited to the following

- (1) The unit's having been allocated and authorized to be organized.
- (2) The unit's having been organized in accordance with appropriate authorization documents – MTOE/TDA.
- (3) The unit's having attained an assigned strength of 25 percent of MTOE/TDA authorized strength of officers and warrant officers combined and 10 percent of MTOE/TDA authorized strength of enlisted personnel. Exceptions include:
 - (a) Units with ten or more aviator positions in the MTOE/TDA authorized strength column must have attained an assigned strength of 15 percent of all officers and warrant officers combined.
 - (b) For medical units, Army Medical Department personnel (except Medical Service Corps) will be excluded in computing strength requirements.
- (4) Members of the unit having been enlisted or appointed and assigned without regard to race, color, religion, gender, or national origin, and otherwise qualified in accordance with appropriate NGRs.
- (5) All individual personnel records being complete and available.
- (6) Storage facilities for federal property having been provided in a secure supply room or strongroom vault (arms room) (the Construction and Facilities Management Officer or a qualified state engineer must certify that weapons, ammunition, and explosive storage room, building, or area meets the minimum required physical security standards in AR 190-11 or NGR(AR) 415-10).
- (7) An adequate armory facility having been provided, which is suitable for at least temporary occupancy.
- (8) The community favoring organization and maintenance of the unit.

c. Procedures to Obtain Federal Recognition as an ARNG Unit.

(1) Upon determination that the requirements for Federal Recognition can be met, the state AG requests the Senior Army Advisor to inspect the unit.

(2) The Senior Army Advisor inspects the designated unit and submits NGB Form 113 to the state AG. The Senior Army Advisor may delegate federal inspection responsibility to a commissioned officer assigned to his/her staff.

(3) The completed NGB Form 113 is endorsed by the state AG and forwarded to CNGB, ATTN: NGB-ARF-T.

(4) CNGB, upon approving NGB Form 113, extends Federal Recognition to the unit. Organizational Authority granting Federal Recognition will be forwarded to the state AG, FORSCOM, and Continental United States (CONUSA) or overseas commander concerned.

d. Date of Federal Recognition.

(1) The date on which the unit was inspected and found satisfactory is the date of Federal Recognition or the date of organization if the inspection was conducted prior to the unit organization date.

(2) When there is a change of station, Federal Recognition remains with the unit if 50 percent or more of its personnel move with the unit. If over 50 percent of assigned personnel move with the unit and is substantiated by submission of DA Form 1379, Federal Recognition will remain with the unit regardless of distance moved. In addition, the lineage and honors associated with a unit will not be lost if over 50 percent of assigned personnel move with the unit.

(3) Upon reorganization, redesignation, or conversion, Federal Recognition remains with the station.

(4) Upon consolidation of two or more units, the date of Federal Recognition will be the date of the unit that was first extended Federal Recognition.

e. Withdrawal of Federal Recognition.

(1) CNGB, acting for the Secretary of the Army, may withdraw Federal Recognition from a unit that fails to maintain the policies prescribed by law (Title 10, USC, section 10503).

(2) When Federal Recognition is withdrawn from a unit, the personnel shall be transferred to other federally recognized units, to the Inactive Army National Guard, or to the Individual Ready Reserve under provision of AR 135-91. Copies of state orders directing such action will be forwarded to the Office of Personnel Policy, Programs and Manpower (NGB-ARZ-HRP).

(3) States/territories requesting the withdrawal of Federal Recognition of a unit, and not consolidating it with another unit for lineage and honors purposes, will lose all lineage and honors connected with such a unit.

f. Temporary Federal Recognition. CNGB, acting for the Secretary of the Army, extends temporary Federal Recognition to a new unit that has been allotted to a state and to which a carrier UIC has been assigned in accordance with (IAW) AR 71-32. Temporary Federal Recognition will be extended for a specified period, normally not more than one year, but for however long a carrier UIC is in place. Extensions of temporary Federal Recognition beyond one year will be handled on an individual basis. Applicants may be recruited and enlisted or appointed for vacancies in a unit that has been extended temporary Federal Recognition. They are eligible to participate in training, in pay status, and are eligible for participation in the incentive bonus program (NGB Pam 600-15). If within the specified period of Temporary Federal Recognition the unit is not granted permanent Federal Recognition, the Temporary Federal Recognition will be withdrawn and unit members reassigned or separated, as appropriate.

2-7. Authorization

a. General. Section I of the MTOE/TDA states the mission and organization of each unit. Section II states the required and authorized strengths of the unit by grade and military occupational specialty (MOS.) Section III states the required and authorized equipment levels. Section III's equipment supplement (TDA only) states the required and authorized supplement equipment levels for National Guard line item numbers (LINs.)

b. Exceeding Authorizations.

(1) Personnel. The NGB strength policy is published annually by NGB-ARZ-HRP. This policy is the basis for exceeding the strength contained in the authorized column of the MTOE/TDA. Additional temporary TDA positions may also be authorized by NGB to achieve specific NGB objectives. These policies will be stated separately.

(2) Equipment. Equipment will be requisitioned, maintained, and turned in IAW applicable policy. Requisitioning or maintaining other than the authorized quantities requires specific approval of NGB. Requisitions for equipment will be submitted no sooner than 365 days before the effective date of the unit's authorization document IAW AR 710-2.

c. Programmed Changes. Upon receipt of an MTOE/TDA to be implemented on a specific date, the state and unit will plan the necessary changes to improve unit resources and training levels. If an early or delayed implementation date is required, a written request with full justification for an E-date change must be submitted to NGB-ARF for approval by the Director of Force Programs, HQDA, IAW HQDA Command Plan Process and AR 71-32.

(1) Begin to recruit and train the personnel authorized by the new document up to one year before E-date. For exceptionally long MOS-producing schools, NGB Training Division (NGB-ART) may authorize earlier recruitment and training.

(2) At the beginning of the period (365 days prior to E-date) as authorized by AR 710-2, requisition new equipment authorizations, plan redistribution, or prepare to turn in equipment that will become excess.

(3) Unit Status Reporting. In accordance with AR 220-1, units will report against a new MTOE/TDA on the E-date of the document or before the E-date if, in the opinion of the commander, the unit is more like the new MTOE/TDA than the old and reporting early will not degrade the unit's overall level. The state must submit a written request to NGB-ARR-R to report readiness against a future MTOE prior to submission of the record USR. Early implementation requires written approval from NGB-ARF and HQDA.

(4) When the authorized strength of a unit is changed by the MTOE/TDA, assigned personnel no longer authorized may be retained for 1 year past the E-date. Every effort must be made to retain or reassign personnel into authorized positions (NGR 600-200).

2-8. Unit Standards

a. General. Units will be manned, equipped, and trained to accomplish their assigned mission.

b. Reporting Units. It is NGB's goal that all units have a unit status reporting numerical C-level under AR 220-1, equal to the authorized level of organization (ALO) of the unit. As a minimum, all MTOE units organized at ALO 3 or higher and TDA units reporting under AR 220-1 must achieve and maintain a unit resource level of C-3 by comparing each of the personnel, equipment, and training resource areas to MTOE requirements

c. Nonreporting Units. For TDA units not reporting under AR 220-1, there are no minimum standards. The unit should be manned and equipped with the minimum personnel and equipment required to accomplish its mission. Send requests to NGB-ARF to reduce the authorized personnel and equipment if they exceed the minimum required.

d. Newly Organized or Converted Units. Units not given C-5 reporting authority must meet the C-3 level standard. Units given C-5 reporting authority will specify the milestones needed to achieve a C-3 level. These milestones must meet or exceed the following criteria unless other guidance is provided by NGB.

(1) Within 20 percent of the requirements for C-3 resource level by the end of the first year.

(2) Within 10 percent of the requirements for C-3 resource level by the end of the second year.

(3) By the end of the third year, MTOE units organized at ALO 3 or higher and TDA units reporting under AR 220-1 must achieve and maintain a unit resource level of C-3.

2-9. Determination of Unit Status

The unit standards specified in paragraph 2-8 will be implemented using unit status reports. The state AG is responsible for reporting the status of units IAW AR 220-1.

2-10. Units Failing to Maintain Unit Standards

a. When it is determined that a unit does not meet the standards specified in paragraph 2-8, the state AG will take the following action:

(1) For those units that meet or exceed minimum standards, but fail to achieve the NGB goal, the state AG will take appropriate action, through the state readiness committee, to establish milestones as necessary for the unit to meet its goal. NGB-ARR may request reasons for low status level and/or actions being taken on a case-by-case basis.

(2) For those units failing to meet minimum standards specified in paragraph 2-8, the state AG, through the state readiness committee, will prepare and implement a corrective action plan detailing the steps and milestones required for the unit to meet minimum standards. In accordance with AR 220-1, milestone reports for each unit will be forwarded to NGB-ARR within 60 days of entering C-4 status or upon request from NGB-ARR. This indicates the unit is failing to meet the minimum standards in any one of the resource areas measured in the Unit Status Report.

b. When it is determined that a unit is deficient in achieving or maintaining the minimum standards, CNGB may take the following actions:

(1) Upon receipt of the corrective action plan on a specific unit, recommend and/or direct that additional steps be taken.

(2) If a unit has been deficient in any one-resource area for a period of at least two years, a letter of deficiency may be issued. The letter of deficiency will be sent to the AG of the state concerned. The letter will include:

(a) each area of deficiency

(b) minimum actions to be accomplished

(c) possible action if deficiency is not corrected.

(3) When a unit has been deficient in any one-resource area for two years or more when, in the opinion of CNGB, the unit will not meet minimum standards within an acceptable period of time, a letter notifying units of deficiencies and possible probation may be issued. These letters will serve as formal notification that if

satisfactory improvement is not achieved within a one-year period from the time of the letter, withdrawal of Federal Recognition may occur. This letter will include the following:

- (a) Resource areas that unit has not attained or maintained at an appropriate level.
- (b) Minimum actions to be accomplished and specific milestones.
- (c) Possible action to be taken if satisfactory improvement is not accomplished.

c. As a minimum, the state AG will take the following actions:

(1) Upon receipt of the notice citing deficiency, forward CNGB within time specified by NGB-ARR the following:

(a) Corrective action plan to include steps being taken to implement any recommendation and directives outlined in that letter.

(b) Recommend actions that NGB can take to assist the state in achieving the minimum standards.

(2) Upon receipt of the letter of probation, forward to CNGB within time specified by NGB-ARR the following:

(a) Specific recommendations as to the unit's future.

(b) If a unit is to be retained, outline all actions underway or planned, including milestones that ensure the unit meets minimum standards.

(c) If unit is not to be retained: 1 Recommend replacement units that could achieve minimum standards within 3 years; 2 Detail specific impact on assigned personnel, authorized equipment, armory, and full-time manning if Federal Recognition is withdrawn; 3 Recommend date for proposed change.

2-11. Requests for Organization, Reorganization, Redesignation, Consolidation, and Conversion

a. Specific approval must be obtained from the Secretary of the Army, through the CNGB, for the organization, reorganization, redesignation, consolidation, and conversion of ARNG units. The following information is required for the above actions:

(1) Approval of the Governor.

(2) Stationing plan to include nine digit ZIP codes, street addresses, and Congressional Districts. For format see Appendix B.

(3) Incremental cost impacts identified to appropriations accounting classification code (armories, mobilization and training equipment site, unit training equipment site, service schools).

(4) Impact on unit resources and training levels (time to meet unit resources and training objectives, MOS mismatch).

(5) Impact on training (special unit training, new or different training areas/weekend training site or ranges).

(6) Impact on full-time support (increase, decrease, relocation).

(7) Impact on personnel (demographic analysis).

(8) Impact on logistics (redistribution actions).

(9) The Construction and Facilities Management Officer or a qualified state engineer must certify the adequacy of the facility at the proposed new site of the unit concerned based on their inspection of the facility and the criteria outlined in AR 190-11 and NGB pamphlet (PAM) 415-12. A statement to this effect and data required for inclusion in the state's facilities inventory and stationing plan (FISP) must accompany the request for organization or relocation.

(10) Impact/change to state maintenance plan.

(11) Environmental documentation must comply with the National Environmental Policy Act (NEPA) and its implementing regulation (AR 200-2). Review of the document and consultation with the State Environmental Specialist will provide guidance in determining the degree of documentation required. Depending on the nature of the action and the potential environmental effects, a Record of Environmental Consideration (REC), Environmental Assessment (EA) or an Environmental Impact Statement (EI) must be prepared. Review and approval can be a lengthy process and should be planned accordingly. The proponent of an activity is responsible for insuring all proper environmental documentation, to include documentation funding, is completed. The environmental process must address the cumulative environmental consequences of concurrent stationing actions, which impact on the same installation or activity.

(12) Effective date of Stationing Plans. Stationing plans should be submitted once a unit has a DA approved authorization document (MTOE/TDA), or at least 12 months prior to the E-date of the approved document. The E-date of the stationing plan must match the E-date on the DA approved authorization document (MTOE/TDA). Requests for changes to E-dates (to include E-date changes within the fiscal year) must be submitted by separate memorandum to HQDA through the appropriate NGB standard requirements code (SRC) Organizational Integrator. Requests not requiring an authorization document should be received by this office a minimum of 120 days in advance of the requested E-date. Units that require a concept plan must comply with E-date requirements as reflected in paragraph 18.

(13) A carrier UIC will be issued for newly organized units.

b. The E-date of a unit's force structure action is the date indicated in the Organizational Authority. The E-date of a unit's MTOE/TDA document is shown on the document. The E-date for unit activations/inactivations needs to reflect the programmed date in the Structure of Manpower Allocation System (SAMAS) database.

c. Two copies of Permanent Orders, reflecting the Organizational Authority number and directing above actions, will be furnished to NGB-ARF-T and appropriate CONUSA or overseas commander.

2-12. Change of Station

a. A change of the actual physical location (to include changes in street address without a physical move) of any federally recognized unit must be authorized by CNGB before the initiation of any unit or detachment element movement. To effect a change of station the state AG will submit a stationing plan to the CNGB that will include, but not limited to, the following information, using the format shown below:

UNIT <u>DESIGNATION</u>	FORMER <u>STATION</u>	NEW <u>STATION</u>
Name of unit	Street address	Street address
Federal Recognition Date	City, State	City, State
UIC	Installation Number	Installation Number
	9 digit ZIP Code	9 digit ZIP Code
	Congressional district	Congressional district

- (1) Reasons for desired change.
- (2) Distance involved and percentage of personnel moving with the unit (reference paragraph 2-6d(2)).
- (3) Impact on full-time support (increase, decrease, relocation).
- (4) Impact on training and resource levels of unit(s).
- (5) Impact on requirements for service school training.
- (6) Summary of personnel and equipment action necessitated by the proposed change of station.
- (7) Summary of changes in facility occupancy.
- (8) Impact/change to state maintenance plan.
- (9) Incremental cost impact(s) identified to appropriations accounting classification code.
- (10) Effective date of change.

b. The Construction and Facilities Management Officer or a qualified state engineer must certify the adequacy of the armory facility at the proposed new site of the unit concerned based in their inspection of the new facility and the criteria outlined in AR 190-11 and NGB PAM 415-12. A statement to this effect and data required for inclusion in the state's FISP must accompany the request for change of station.

c. If a newly constructed armory has been federally inspected, the requirements in b above will not apply; however, a statement to that effect and data required for inclusion in the FISP must be included with the request for change of station.

d. See 2-11a(11) above for environmental impact issues.

e. To effect a change of station of aviation units, the state authority will submit a Concept Plan IAW AR 71-32 to CNGB, ATTN: NGB-AVN, with a copy to NGB-ARF-T. The plan should include proposals for any new or temporary aviation support facilities associated with the change of station.

f. Units that are being relocated to an active Army installation need to submit the AR 5-10 package to HQDA (DAMO-FDF) per AR 5-10, with a copy to NGB-ARF-T.

2-13. Attachment of a Unit

A unit or part of a unit may be attached to another unit of the same state for administration, training, and operation. Unless the attachment order contains specific provisions to the contrary, such attachment will imply full responsibility for the attached unit's administration, training, and operation by the unit to which attached. The parent unit will retain responsibility in matters relating to the transfer, promotion, and demotion of personnel of the attached unit.

2-14. Return of ARNGUS Units to State Control

Unit(s) returning from mobilization status to locations other than where they were originally located are required to provide a stationing plan to effect the change of station (see paragraph 2-12.)

2-15. Concept Plans

a. Newly formed organizations and reorganizations may require a concept plan approval prior to preparation of authorization documents. Criteria for preparation and submission of concept plans are provided in AR 71-32.

b. A concept plan is a detailed proposal to create a new MTOE/TDA unit. Even though a state is directed by HQDA to create or reorganize a unit or gains approval from HQDA of a proposal for a new or changed unit, the state is not relieved of the requirement to submit a concept plan. The purpose of the concept plan is to fully detail how the state will implement an action.

c. Approved concept plans will have a programmed E-date in accordance with the HQDA Command Plan Process.

2-16. Force Management Division Planning Shell for Concept Plans

Newly formed organizations and reorganizations may require identifying specific criteria used to analyze unit-stationing proposals using the NGB-ARF Planning Shell (Appendix C).

2-17. Multi Component Documentation

Contact NGB-ARF-T for the most current HQDA information.

Appendix A References

Section I Required Publications

AR 5-10

Stationing (Cited in para 2-12)

AR 71-32

Force Development and Documentation – Consolidated Policies (Cited in para 2-5, 2-6, 2-12, 2-15)

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 2-6)

AR 190-11

Physical Security of Arms, Ammunition, and Explosives (Cited in paras 2-6, 2-11, 2-12)

AR 200-2

Environmental Effects of Army Actions (Cited in para 2-11)

AR 220-1

Unit Status Reporting (Cited in paras 2-7, 2-8)

AR 220-5

Designation, Classification, and Change in Status of Units (Cited in para 2-3)

AR 710-2

Inventory Management Supply Policy Below the Wholesale Level (Cited in para 2-7)

DOD Directive 1225.7

Reserve Component Facilities Programs and Unit Stationing (Cited in para 1-4)

DOD Instruction 1225.8

Programs and Procedures for Reserve Component Facilities and Unit Stationing (Cited in para 1-4)

JCS Pub 1-03.3

Joint Reporting Structure, Status of Resources and Training System (Cited in para 2-4)

NGB Pam 415-12

Army National Guard Facilities Allowances (Cited in paras 2-11, 2-12)

NGB Pam 600-15

Army National Guard Incentive Program (Cited in para 2-6)

NGR (AR) 415-10

Army National Guard Facilities Construction (Cited in paras 2-6,

NGR 600-200

Enlisted Personnel Management (Cited in paras 2-5, 2-7)

Section II Related Publications

AR 11-2
Management Controls

NGR 220-1
Unit Status Reporting

NGR 870-5
Army National Guard Lineage and Honors

Title 10, United States Code, Section 10503, 18238

Title 32, United States Code, Sections 104, 105, 108

Section III Prescribed Forms

NGB Form 113
Report of Inspection for Federal Recognition

Section IV Referenced Forms

DA Form 1379
Unit Record of Reserve Training

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Forms 1390/91
Military Construction Program

Appendix B Stationing Plans

B-1. Format. Stationing plans will be included with requests for unit changes and formatted as follows:

a. Under the provisions of Title 32, USC, Section 104, request the troop allotment to (STATE) be changed as indicated below, effective (DATE).

Addition(s)

Unit (parent)
Parent Organization
Division (if applicable)
MTOE
UIC

Deletions

Unit (parent)
Parent Organization
Division (if applicable)
MTOE
UIC

NOTES:

ADDITIONS – New units to the state.

DELETIONS – Units eliminated from the state.

b. When paragraph B-1 a. is not required, the following section will begin with the statement:
The state of (STATE) requests authority to organize, reorganize, redesignate, consolidate, and convert (as applicable) the following unit(s):

<u>NEW UNIT</u>	<u>OLD UNIT</u>	<u>STRENGTH</u>		<u>ACTION</u>
		<u>REQUIRED</u> <u>OFF/WO/ENL</u>	<u>AUTHORIZED</u> <u>OFF/WO/ENL</u>	
Unit	Unit			
Parent organization to include all subordinate elements	Parent organization to include all subordinate elements			
Division (if applicable)	Division (if applicable)			
MTOE	MTOE			
E-date	E-date			
CITY, STATE	CITY, STATE			
ZIP Code +4	ZIP Code +4			
F/R Date	F/R Date			
Installation Number	Installation Number			
Congressional district	Congressional district			
UIC	UIC			

c. Subject request must also include any separate TDA augmentation that directly supports MTOE units (i.e. Combined Support Maintenance Shop, Maneuver and Training Equipment Site, Army Aviation Support Facility). The augmentation TDA will require a new UIC.

d. Required or structured strength is strength prescribed in HQDA approved MTOE and TDA documents published by NGB under required strength column. For MTOEs, the required column (structured strength) is the level 1 personnel and equipment resources that should accompany an MTOE unit when deployed or committed to sustain combat. For TDAs, the required column (structured strength) is based upon the military and civilian spaces recognized by manpower and equipment surveys.

B-2. Exceptions. NGB will not issue Organizational Authority letters for MTOE/TDA documents that are updates to existing documents unless the change(s) involves reorganizing, redesignating, consolidating, or converting the unit.

Appendix C

Force Management Division Planning Shell

C-1. Description of Action (NGB-ARF)

- a. Unit Identification.
 - (1) Abbreviated name (A-name)/US Army Regimental System (USARS) designation:
 - (2) UIC
- b. Type action:
- c. EDATE/start fielding:
- d. Programmed location:
- e. Origin of action.

C-2. Organization

- a. Documentation (NGB-ARF)
 - (1) SRC:
 - (2) BOIPS (NGB-ARL):

- (3) MTOE:
 - (4) ALO (NGB-ARL/NGB-ARZ-HRP/NGB-ARR):
 - b. Full-Time Support (NGB-ARM).
 - c. Personnel (NGB-ARZ-HRP)
 - (1) Authorized and structured strength (NGB-ARF)
 - (2) Recruiting (NGB-ARZ-HRP)
 - (3) Reclassification (NGB-ARZ-HRP/NGB-ARO)
 - (4) General Officer impact (NGB-GO)
 - d. Stationing
 - e. MDEP (NGB-ARA)
- C-3. Facilities (NGB-ARI)
- a. Planning assumptions
 - b. Training requirements
 - c. Technical Requirements
 - d. Maintenance facilities requirements
 - e. Storage and security requirements
 - (1) Equipment storage – home station
 - (2) Storage at concentration sites
 - (3) Weapons security requirements
 - (4) Other special security requirements
 - f. Facility safety requirements
- C-4. Environmental issues (NGB-ARE)
- Environmental impact
- C-5. Supply (NGB-ARL/NGB-ARF)
- a. New tactical systems (Force Modernization Equipment)(NGB-ARF)
 - (1) Materiel Fielding Plan
 - (2) Distribution Plan
 - (3) Fielding Command
 - b. Supply systems and accounts (NGB-ARL)
 - c. Materiel support requirements (NGB-ARL)
 - d. Associated support items of equipment (NGB-ARL/NGB-ARF)
 - e. Displaced equipment redistribution (NGB-ARL)
 - f. Major non-force modernization systems (NGB-ARL)
 - g. Other
- C-6. Maintenance (NGB-ARL)
- a. Initial
 - b. Recurring
 - (1) Organizational
 - (2) Direct Support
 - (3) General Support
 - (4) Publications
 - (5) Support Relationships (Base Operations)
- C-7. Transportation
- a. New systems and relocation
 - b. Deprocessing and storage of new equipment
 - c. Displaced systems and other requirements
 - d. Planned transportation modes
- C-8. Training and Doctrine (NGB-ARO)
- a. Training development

- b. Training strategy
- c. Individual training
 - (1) Reclassification
 - (2) Additional skill qualification training
- d. Collective training
- e. Training materials and simulation devices
- f. Doctrinal integration requirements
- g. Training ammunition requirements – initial and recurring
- h. Training facilities
 - (1) Week-end training site (WETS)
 - (2) Training centers
 - (3) Ranges
- i. Training publications
- j. New/displaced equipment training

C-9. Resourcing (NGB-ARA/NGB-ARZ-HRP)

- a. MDEP
- b. Full-Time Support

C-10. Readiness (NGB-ARR)

- a. Date for change to C-5
- b. Objective date for C-3
- c. Monitoring procedures
- d. Major inhibitors

C-11. Other requirements

GLOSSARY

Section I Abbreviations

AG

Adjutant General

ALO

Authorized Level of Organization

AR

Army regulation

ARNG

Army National Guard

BOIP

basis of issue plans

CNGB

Chief, National Guard Bureau

CONUSA

the numbered armies in the Continental United States

DA

Department of the Army

DCSOPS

Deputy Chief of Staff for Operations and Plans

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

EDATE

Effective Date

EIS

Environmental Impact Statement

FORSCOM

United States Army Forces Command

IAW

in accordance with

JCS

Joint Chiefs of Staff

LIN

line item number

MACOM

major Army command

MOS

military occupational specialty

MTOE

modification table of organization & equipment

NGB

National Guard Bureau

NGR

National Guard regulation

SRC

standard requirements code

TDA

tables of distribution and allowances

UIC

unit identification code

UICIO

unit identification code information officer

USC

United States Code

USARS

United States Army Regimental System

WETS

week-end training site

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

AAA

Army Audit Agency

EA

environment assessment

FISP

facilities inventory and stationing plan

HQDA

Headquarters, Department of the Army

LIC

logistics indicator number

NEPA

National Environmental Policy Act

NGB-ARA

National Guard Bureau Analysis and Programs division

NGB-ARC

National Guard Bureau Comptroller division

NGB-ARE

National Guard Bureau Environmental Programs division

NGB-ARF

National Guard Bureau Force Management division

NGB-ARI

National Guard Bureau Installations division

NGB-ARL

National Guard Bureau Logistics division

NGB-ARM

National Guard Bureau Full-time Support division

NGB-ARO

National Guard Bureau Operations division

NGB-ARR

National Guard Bureau Readiness division

NGB-ART

National Guard Bureau Training division

NGB-ARZ-HRP

National Guard Bureau Office of Personnel Policy, Programs, and Manpower division

NGB-AVN

National Guard Bureau Aviation and Safety division

NGB-GO

National Guard Bureau General Officer Management office

NGB PAM

National Guard Bureau pamphlet

OA

Organizational Authority

REC

Record of Environmental Consideration

SAMAS

Structure of Manpower Allocation System

SORTS

Status of Resources and Training System

Authorized strength

that portion of the required strength that can be supported by allocated spaces. Authorized strengths for ARNG units are prescribed in the approved MTOE/TDA documents published by NGB under the authorized strength column. For MTOE and TDAs, the authorized column depicts those resources applicable during peacetime operation as a result of budgetary constraints or manpower ceilings as directed by HQDA. Normally, the authorized column will not exceed the required column. When an exception is necessary, the reason must be completely justified.

Change of status

upon request from the state AG, or in order to implement the ARNG troop basis, CNGB may, IAW directions of the Secretary of the Army, authorize the organization of new units, or the conversion, consolidation, reorganization, redesignation, or change of station of existing units.

Change of Station

a change in the official location of a unit. The lineage of an ARNG unit is historically linked with that of a local geographical area and should not be physically transferred out of the local recruiting area except to enter the active federal service or when there is a physical change of station of a unit with its personnel.

Consolidate

the merging of two or more federally recognized units into a single federally recognized unit.

Convert

the changing of a unit from one branch to another, for example from infantry to field artillery.

Effective date

the effective date of any change in unit status. Also known as E-date

Federal Recognition

recognition granted by the Secretary of the Army when a unit of the organized militia of a state, the Commonwealth of Puerto Rico, the Virgin Islands, the District of Columbia, or territories under U. S. control, meets the qualifications prescribed for the organization and composition of the ARNG.

major Army command

a command directly subordinate to, established by authority of, and specifically designated by Headquarters, Department of the Army. Army component commands of unified and specified commands are major Army commands.

Organize

the bringing of a unit into physical existence by commissioning, enlisting, or assigning personnel to obtain Federal Recognition.

Organizational Authority

the official document issued by NGB to authorize organization of a new unit, change of station, consolidation, conversion, redesignation, reorganization, or to grant or withdraw Federal Recognition.

Parent organization/unit

1. Table of Organization and Equipment units. Units, regardless of size, which have a numerical designation and unit identification code assigned by the Department of the Army. 2. Table of Distribution and allowance units. Units which have a specific descriptive designation and approved unit identification code.

Redesignate

the changing of the official and distinctive number or designation of a unit.

Reorganization

the changing from one type of unit to another within an arm or service, or to change of personnel and equipment within a unit in accordance with new, published or revised tables of organization.

Split organization/unit

a part of a parent unit or subunit that is stationed at a location other than the main or headquarters portion of the unit. The designation of split units will include a description such as Detachment 1, Detachment 2, etc., to distinguish between the split organization and the main or headquarters portion of the unit.